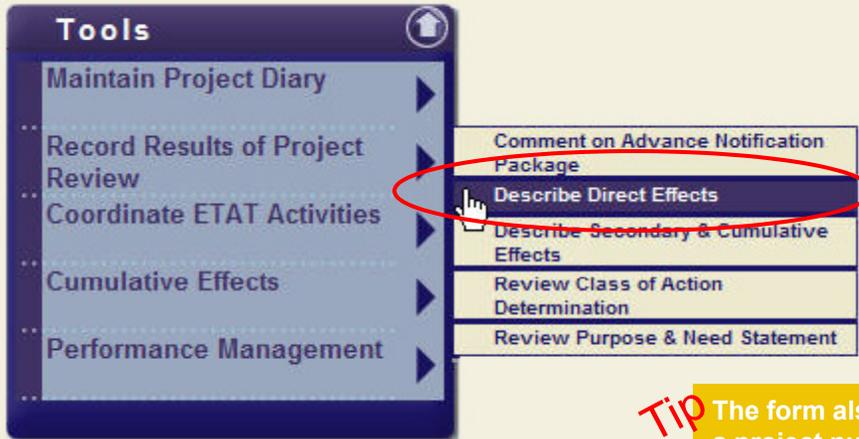


# Describe Direct Effects Short Form



## Getting Started

This tool opens a form to enter comments about effects of the project to resources. Select a project by using one of your Saved Searches, History, the Project Selection Wizard or the Projects Needing Review Report. You must have at least one project selected to use the Describe Direct Effects tool.



On the Tools menu, point to Record Results of Project Review, and select Describe Direct Effects.

**TIP** The form also opens when you click on a project number in the **Projects Needing Review Report**.

The Describe Direct Effects window will open as a tabbed page.

**Describe Direct Effects Form**

Use Short Form (limited to US Fish and Wildlife Service associated resource issues)

Alternative 1  -Select an Issue-  -Select a Degree of Effect-

**Identify resources and level of importance:**

**Comment on effects to resources:**

**Additional comments (optional):**

By entering your agency's password you are certifying that these comments represent the official review for your agency.

Select a Coordination Document  -No Selection-

User Identity: Stephanie A Clemons @ US Fish and Wildlife Service

Password:

**Save Review(s)**



# Describe Direct Effects Short Form



## Using the Short Form

When you have the same Degree of Effect and comments for multiple issues and/or alternative, use the Short Form option.

This will be your agency name

Use Short Form (limited to US Fish and Wildlife Service associated resource issues) ①

Allow form to replace existing reviews (for your organization) ②

-Select One or More Alternatives ③

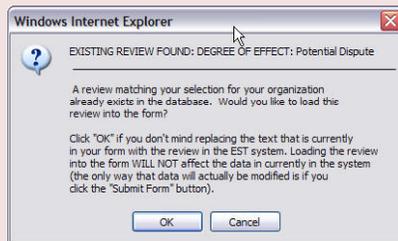
Alternative 1  
Alternative 2  
Alternative 3

Wetlands ④

Wildlife and Habitat

⑤ Select a Degree of Effect - [v]

Select multiple Alternatives by pressing **CTRL+click**.



An issue that is 'grayed out' indicates there is already a review from your organization in the database. Clicking on the name of the issue will allow you to view your organization's current review. There will be an alert box like the one shown. Click 'OK' to load the review. Loading the review into the form will not affect the data currently in the system. The only way the data will actually be modified is if you click the 'Submit Form' button.

The **Short Form** allows you to quickly assign comments and degrees of effect to any alternative(s) and issue(s) that you select.

1. **Use Short Form** – Select the Use Short Form checkbox to enable the Short Form.
2. **Replace Existing Reviews** - If you would like the ability to override the reviews that your organization has already submitted, then check the "**Override Existing Reviews**" box. With this box checked, the system will allow you to submit reviews for all of the issues and alternatives that you select for the current project, regardless of whether reviews for these already exist in the system.
3. **Select Alternative(s)** – Select one or more alternative for which you are submitting comments and Degree of Effect.
4. **Select Issue(s)** – Select one or more issues for which you are submitting comments and Degree of Effect.
5. **Select a Degree of Effect** – Select the Degree of Effect you would like to assign..

After selecting Alternative(s), Issue(s) and Degree of Effect from the drop-down menus, enter commentary under the "Identify resources and level of importance" and "Comment of effects to resources" headings. Add additional comments under the "Additional comments (optional)" heading, if desired. These will all be applied to the selected alternative(s) and issue(s).

